

ADDENDUM TO THE SITE IDENTIFICATION FORM: NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY

You Must Fill Out This Section If:

- ❖ You are located in a State that allows you to manage excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), or (25). See <http://www.epa.gov/epawaste/hazard/dsw/statespf.htm> for a list of eligible states; **AND**
- ❖ You will begin managing, are still managing, or will stop managing excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) and must notify the appropriate State or Regional Office of your activities, pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met. See EPA's website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/rulemaking.htm#2008>.

Complete all parts 1-3.

| | |
|-------------|--|
| NOTE | <p>You must be managing excluded hazardous secondary material in compliance with 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), and/or (25) (or state equivalent). <u>Do not include any information regarding your hazardous wastes in this section.</u> See 73 FR 64668 or http://www.epa.gov/epawaste/hazard/dsw/impresource.htm for more information on these exclusions.</p> <p>You must submit a completed Site ID Form, including this Addendum, prior to operating under the exclusion(s) and by March 1 of each even-numbered year thereafter to your regulatory authority using the Site ID Form as pursuant to 40 CFR 260.42. Persons who must satisfy this notification requirement can submit this information at the same time as their Biennial Report (which is also due by March 1 of each even-numbered year).</p> <p>If you stop managing hazardous secondary material in accordance with the exclusion(s) and do not expect to manage any amount of hazardous secondary material under the exclusion(s) for at least one year, you must also submit a completed Site ID Form, including this Addendum, within thirty (30) days pursuant to 40 CFR 260.42.</p> <p>Remember to include your EPA Identification Number on the top of each page.</p> |
|-------------|--|

Item 1 – Indicate Reason for Notification (include dates where requested):

Place an "X" in the box for the reason that applies to you:

- **Facility will begin managing excluded hazardous secondary material as of (mm/dd/yyyy):** Place an "X" in this box if you are notifying that you will begin managing hazardous secondary material under the exclusion(s).
 - Facilities must notify prior to operating under the exclusion(s).

- If placing an “X” in this box, list the date (mm/dd/yyyy) when you will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25). Note: If the facility had previously notified that it will stop managing hazardous secondary material in the past but will now begin anew, list the next planned start date.
- **Facility is still managing excluded hazardous secondary material/re-notifying as required by March 1 of each even-numbered year:** Place an “X” in this box if you are re-notifying that you are still managing hazardous secondary material under the exclusion(s). Note: you must have previously notified that you began managing hazardous secondary materials in order to check this box.
 - Facilities must notify by March 1st of each even-numbered year.
 - If placing an “X” in this box, you do not have to list a date.
- **Facility has stopped managing excluded hazardous secondary material as of (mm/dd/yyyy) and is notifying as required:** Place an “X” in this box if you are notifying that you have stopped managing hazardous secondary material under the exclusion(s) and do not expect to manage any amount of hazardous secondary material for at least one year (pursuant to 40 CFR 260.42(b)). List the date when you stopped managing hazardous secondary material. Enter the date in “mm/dd/yyyy” format.
 - Facilities must notify within 30 days of when they stopped managing hazardous secondary material. You are considered to have stopped managing hazardous secondary material if: 1) you stop managing hazardous secondary material completely (e.g., you cease operations); 2) you choose to manage the hazardous secondary material as hazardous waste; 3) you undergo closure and request release from financial assurance per 40 CFR 261.143(h); or 4) you temporarily suspend management of hazardous secondary material for at least one year.
 - Only place an “X” in this box if you have stopped managing all hazardous secondary material under the exclusion(s). For example, if your facility only stopped managing one hazardous secondary material, but continued to manage another hazardous secondary material, you would leave this box blank since your facility continues to manage some amount of hazardous secondary material.
 - If you submit a notification that you have stopped managing hazardous secondary material, you do not need to renotify (unless you choose to manage hazardous secondary material again, in which case you would have to submit a notification prior to managing). After submitting a stop notification, you can leave the Addendum blank for subsequent submissions, including any subsequent biennial report submissions.

Item 2 – Description of Excluded Hazardous Secondary Material (HSM) Activity

In the table provided on the Addendum to the Site ID Form, list your appropriate facility code, each waste code for the hazardous secondary material you manage, the estimated and actual quantities in short tons for each hazardous secondary material, and the appropriate land-based unit code for how you manage the hazardous secondary material. Do not include any information regarding your hazardous wastes in this section. See examples below on how to answer this question.

- a. Facility Code:** Using the facility codes, found in the Code List section of these instructions, enter the appropriate 2-digit code(s) that correctly describes your facility. If more than one code applies to your facility, enter each 2-digit code on a separate row. Each hazardous secondary material should be reported by facility code.
- b. Waste Codes(s) for HSM:** Use the box provided to enter the appropriate 4-digit hazardous waste code(s) that would apply to your hazardous secondary material if you managed it as hazardous waste (i.e., the waste code(s) that would apply if you did not manage your material in accordance with 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23),(24), or (25)).

| | |
|-------------|---|
| NOTE | If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue under Item 13 – Comments, or on an extra sheet. Remember to include your EPA ID number on the top of each page. |
|-------------|---|

- c. Estimated Short Tons of Excluded HSM to be Managed Annually:** In the box provided, enter your estimated tonnage (using short tons) of hazardous secondary material you expect to manage annually. Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed (NOT just the quantity of constituent or product reclaimed).
- d. Actual Short Tons of Excluded HSM Managed During the Most Recent Odd-Numbered Year:** Report the tonnage (using short tons) of each hazardous secondary material you actually managed during the most recent odd-numbered year. For example, if you are submitting this notification on February 20, 2012, enter the amount you actually managed during 2011 (i.e., the tonnage you managed from January 1, 2011 to December 31, 2011). Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation (NOT just the quantity of constituent or product reclaimed). If this is your initial notification, enter “0”.
- e. Land-Based Unit Code:** Using the land-based unit codes, found in the Code List section of these instructions, enter in the 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material. If you do not use any land-based units, enter “NA”. If you use the code “OT” (Other), please describe your land-based unit in Item 13 – Comments. If more than one land-based unit code applies to a hazardous secondary material, list it separately using another row.

Examples for Reporting Hazardous Secondary Material Activity:

EXAMPLE 1: A pharmaceutical manufacturer generates spent solvents that are characteristic for ignitability (D001). The manufacturer plans to manage spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) by sending some amount to a reclaimer within its own company and the rest off-site to a reclamation facility within the United States. The manufacturer will not manage any spent solvents in a land-based unit. Following the regulations, the manufacturer submits an initial notification prior to managing its spent solvents under the exclusions. The facility would report its hazardous secondary material activity as follows:

| a. Facility code (answer using codes listed in the Code List section of the instructions) | b. Waste Code(s) for hazardous secondary material (HSM) | c. Estimated short tons of HSM to be managed annually | d. Actual short tons of HSM that was managed during the most recent odd-numbered year | e. Land-based unit code (answer using codes listed in the Code List section of the instructions) |
|--|---|---|---|--|
| 02 | D001 | 15 | 0 | NA |
| 06 | D001 | 40 | 0 | NA |

EXAMPLE 2: A steel manufacturer generates electric arc furnace dust and spent pickle liquor from one of its steel operations. The manufacturer sends electric arc furnace dust (K061) off-site to a reclamation facility within the U.S. and reclaims spent pickle liquor (K062) on-site. Neither hazardous secondary material is managed in a land-based unit. The steel manufacturer has managed both hazardous secondary material under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years and it is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

| a. Facility code (answer using codes listed in the Code List section of the instructions) | b. Waste Code(s) for hazardous secondary material (HSM) | c. Estimated short tons of HSM to be managed annually | d. Actual short tons of HSM that was managed during the most recent odd-numbered year | e. Land-based unit code (answer using codes listed in the Code List section of the instructions) |
|--|---|---|---|--|
| 01 | K062 | 60 | 52 | NA |
| 06 | K061 | 20,000 | 22,468 | NA |

EXAMPLE 3: A reclamation facility has been receiving and reclaiming spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years. The facility receives and reclaims spent solvents from multiple hazardous secondary material generators, some of which are within the same company. No spent solvents are managed in a land-based unit. It is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

| a. Facility code (answer using codes listed in the Code List section of the instructions) | b. Waste Code(s) for hazardous secondary material (HSM) | c. Estimated short tons of HSM to be managed annually | d. Actual short tons of HSM that was managed during the most recent odd-numbered year | e. Land-based unit code (answer using codes listed in the Code List section of the instructions) |
|--|---|---|---|--|
| 03 | D001;F002;F003;F005 | 6,000 | 7,533 | NA |
| 03 | D001;D038;F002;F003 | 1,500 | 918 | NA |
| 07 | D001;F002;F003;F005 | 3,000 | 3,509 | NA |
| 07 | D001;D038;F002;F003 | 1,000 | 523 | NA |

EXAMPLE 4: A smelting operation generates furnace bricks that are characteristic for chromium (D007) and sends them off-site for reclamation. Before shipping the bricks off-site, the facility manages some of the bricks in a containment building and the rest in a pile on the land. The facility has been managing the bricks under 40 CFR 261.4(a)(24) for a number of years and must now re-notify. The facility would report its activity as follows:

| a. Facility code (answer using codes listed in the Code List section of the instructions) | b. Waste Code(s) for hazardous secondary material (HSM) | c. Estimated short tons of HSM to be managed annually | d. Actual short tons of HSM that was managed during the most recent odd-numbered year | e. Land-based unit code (answer using codes listed in the Code List section of the instructions) |
|--|---|---|---|--|
| 06 | D007 | 200 | 235 | NA |
| 06 | D007 | 115 | 126 | PL |

EXAMPLE 5: An intermediate facility has been managing wastewater treatment sludges from electroplating operations (F006) for the past seven years but, due to company consolidation, it will soon shut down. In accordance with 40 CFR 260.42, the facility notifies that it will stop managing hazardous secondary material. The facility would report its activity as follows:

| a. Facility code (answer using codes listed in the Code List section of the instructions) | b. Waste Code(s) for hazardous secondary material (HSM) | c. Estimated short tons of HSM to be managed annually | d. Actual short tons of HSM that was managed during the most recent odd-numbered year | e. Land-based unit code (answer using codes listed in the Code List section of the instructions) |
|--|---|---|---|--|
| 08 | F006 | 0 | 5,034 | NA |

Item 3 – Facility has Financial Assurance Pursuant to 40 CFR 261.4(a)(24)(vi)

Financial assurance is required for reclaimers (07, 11) and intermediate (08) facilities managing hazardous secondary material under 40 CFR 261.4(a)(24) and (25). See EPA’s website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/impresource.htm>.

- Mark “Yes”, if you have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi) AND you use at least one facility code that is 07, 08, or 11 in Item 2.a above. For example, the facilities in Examples 3 and 5 above are required to have financial assurance because the facility codes are 07 and 08, respectively.
- Mark “No”, if you do NOT have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi). Note: Reclaimers (07, 11) and intermediate (08) facilities must have financial assurance in order to manage hazardous secondary material under 40 CFR 261.4(a)(24) and (25). Answering “No” to this question may mean you are in violation of these regulations if you report facility codes 07, 08, or 11. For example, the facilities in Examples 1, 2, and 4 above are not required to have financial assurance because these facilities did not report facility codes of 07, 08, or 11.

INSTRUCTIONS FOR FILLING OUT THE GM FORM – WASTE GENERATION AND MANAGEMENT

Who Must Submit this Form

A site required to file the 2011 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2011, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. (See **Wastes to be Reported**, below, for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2011 Hazardous Waste Report.)

Purpose of this Form

The GM Form is for reporting on-site hazardous waste generation and management in 2011. The GM Form is divided into three sections that document 1) the source, characteristics, and quantity of hazardous waste generated; 2) the quantity of hazardous waste managed on-site along with the management method used; and 3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

How to Fill out this Form

Make and submit a photocopy of the GM Form for **each** generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the section number and item letter to which the comment refers.

| | |
|-------------|--|
| NOTE | <p>Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.</p> <p>Refer to the Special Instructions for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by hazardous waste, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.</p> |
|-------------|--|

Wastes to be Reported

In general, **each** generated RCRA hazardous waste that is used to determine the site’s generator status should be reported on the GM Form. (See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2011 Hazardous Waste Report. See also *Biennial Reporting: Reportable and Non-Reportable Wastes* at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)

A GM Form must be submitted for each generated RCRA hazardous waste. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2011; **or**
- Generated and accumulated on-site in 2011 but not managed on-site or shipped off-site until after 2011; **or**
- Generated and accumulated on-site prior to 2011 but either managed on-site or shipped off-site in 2011; **or**
- Imported from a foreign country in 2011.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes should also be reported; be sure to mark “Yes” on the Site Identification Form in Item 10.A.1.f. See the definitions and the special instructions regarding this waste.
- Hazardous wastes regulated only by your State should be reported if required by your State.

Wastes Not to be Reported

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on the GM Form (unless required by your state). Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on the GM Form. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site’s generator status determination, even if these hazardous wastes were generated at the site.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b) and 261.5(c), which **should not be reported** on the GM Form:

- Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))
- Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for the toxicity characteristic (waste codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 261.5(c)(1))
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1))
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(c)(1))
- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.** (For additional information, see the guidance document “*Biennial Report: Reportable and Non-Reportable Wastes*” at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))
- Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**

- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- **Unless required by your state,** hazardous wastes that were, during 2011, **all** exported directly out of the United States to a foreign country. An Annual Report must be filed in this case as required under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your state requires you to submit a Hazardous Waste Report.)

How to Report Similar Wastes on the GM Form

Generally, a GM Form should be completed for **each** generated RCRA hazardous waste. Contact your State about combining and reporting similar hazardous wastes on the GM Form.

Item-By-Item Instructions

Section 1 – Waste Characteristics

Section 1 requests information on each RCRA hazardous waste that, in 2011, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

All items in this section are mandatory. Note: Either Item B and/or Item C must be provided for each waste stream.

Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

Example: “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Section 1, Item A. EPA hazardous waste codes are provided in the “**Other Reference Information and Code Lists**” section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference Section 1, Item B. If fewer than six EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

| | |
|-------------|--|
| LIST | For a list of EPA Hazardous Waste Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|--|

Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Section 1, Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2011 Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste described in Section 1, Item A.

Otherwise, leave Section 1, Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference Section 1, Item C.

Item D – Source Code and Management Method Code for Source Code G25

Enter the Source Code that best describes how the hazardous waste reported in Section 1, Item A originated. If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.

If your site is a U.S. Importer, provide the appropriate Source Code for hazardous waste imported from a foreign country. Also, mark “Yes” on the Site ID Form, Item 10.A.3 – United States Importer of Hazardous Waste. Review the Special Instructions for **wastes received from foreign countries**.

| | |
|------|---|
| LIST | For a list of Source and Management Method Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|------|---|

| | |
|------|---|
| NOTE | <ul style="list-style-type: none"> • If reporting Source Code G25 (Hazardous Waste Management), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from a hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Section 2, or on the matching WR Form – Item H, linking this waste with the on-site process that created it. <u>Do not report H141 in this Section 1- Item D.</u> • If reporting Source Code G61 (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), the generation amount must be zero (0) in Section 1, Item F. • Source Code G17 (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. The generation amount must be zero (0) in Section 1, Item F for this source code. See the Special Instructions in the “<u>Other Reference Information and Code Lists</u>” for additional information. |
|------|---|

Item E – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Section 1, Item A.

| | |
|------|---|
| LIST | For a list of Form Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|------|---|

Item F – Quantity Generated in 2011 / UOM and Density

Enter the total quantity of the hazardous waste described in Section 1, Item A that was generated during 2011. Right justify the quantity entry.

Enter the Unit of Measure (UOM) code for the quantity you reported in Section 1, Item F. Report the quantity in one of the units of measure listed below. *If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.*

| <u>Code</u> | <u>Unit of Measure</u> |
|-------------|-------------------------------|
| 1 | Pounds |
| 2 | Short tons (2,000 pounds) |
| 3 | Kilograms |
| 4 | Metric tons (1,000 kilograms) |
| 5 | Gallons |
| 6 | Liters |
| 7 | Cubic yards |

Weight and Volume Conversions

1 kilogram (kg)= 2.2046 pounds (lb)
 1 short ton= 2,000 lb
 1 metric ton= 1,000 kg
 1 metric ton= 1.1023 short tons

 1 cubic meter (m)= 1.3079 cubic yards
 1 cubic yard (yd) = 27 cubic feet (ft)
 1 liter (l)= 0.2642 gallons (gal)



Skip to Section 1, Item G if you selected code 1, 2, 3, or 4.
Continue to Density if you selected code 5, 6, or 7.

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

Item G – Waste Minimization Code

40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities. Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Section 1, Item A. This waste minimization activity must have occurred during this reporting cycle. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an “X” (*no waste minimization efforts were implemented for this waste*) for this item.

LIST

For a list of Waste Minimization Codes and definition of waste minimization see the “**Other Reference Information and Code Lists**” section of this booklet.

Section 2 – On-site Generation and Management of Hazardous Waste During 2011

Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, for each on-site RCRA-regulated management system, you **must** report the management method and quantity treated, disposed, or recycled on-site during 2011.

Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site?

Mark “Yes” or “No” to this question to indicate if the site did any of the following to the waste reported in Section 1, Item A: treat on-site; dispose on-site; recycle on-site. If you marked “Yes,” complete the blocks for On-site Process Systems below. If you marked “No,” skip to Section 3.

Example: Facility A generates spent solvents that it recycles on-site in a distillation column. This facility would mark “Yes” in Section 2 and would fill out the on-site process system box accordingly.

Example: Facility B receives spent solvents from off-site and blends the solvents into fuel. The facility then sends the fuels off-site to be burned for energy recovery. Facility B would report on its GM form the new waste generated in Section 1, Item D as Source Code G25 (“Hazardous waste management”) with the management method code of H061 (“Fuel blending”). Facility B would mark “No” in Section 2 because it did not manage any of the newly generated fuels on-site. This facility would report the off-site shipment in Section 3 and would report the Management Method Code H050 (“Energy recovery”).

On-Site Management Method Code

Classify the process system (see definition) with a Management Method Code that best identifies the last substantive purpose/operation performed at your site. Space is provided to report up to two different (non-sequential) Management Methods. If you did not use a second on-site process system to manage the waste, leave the Management Method Code under On-site Process System 2 blank. **Do not report H141 in this Section 2.**

| | |
|-------------|--|
| LIST | For a list of Management Method Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|--|

The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during 2011. Use the second on-site process system only when:

- A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or
- A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

Example of Non-Sequential (Parallel) Processes:

A firm generated 100 tons of F002 solvent waste in 2011. Eighty (80) tons were recycled for reuse in a batch distillation process system, generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler. Under On-site Process System 1, the site enters the Management Method Code for distillation (H020) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code for energy recovery of liquids (H050) and a quantity of 20 tons. The 5 tons of still bottoms should be reported on a separate GM Form.

If more than two on-site process systems meet one of the above conditions, you need not complete the entire form again. Simply attach a second copy of the GM Form with the EPA ID number and Site Name. Leave all the other fields blank except Section 2 for on-site process systems. Note in the Comments section of each page: “Section 2, On-site Process System Type continued on supplemental page.” (Refer to instructions on page numbering of supplemental pages.)

The space provided for the second on-site process system should not be used to report the following:

- The on-site management of the treatment residual generated from management of the waste by the first management method (on-site management of treatment residuals should be reported on a separate GM Form); or
- To report treatment in a series of process units (see definition in the “**Other Reference Information and Code Lists**” section). Report only process systems, not process units.

Example of Sequential Processes:

A firm generated 100 tons of D002 and D007 plating waste in 2011. 100 tons were neutralized, stored on-site, and then chemically batch-treated to remove the D007 Chromium. Ninety (90) tons of wastewater and 10 tons of D007 and F006 sludge were shipped off-site for eventual disposal. Under On-site Process System 1, the site enters the last substantive on-site Management Method Code for Chemical Treatment (H070) and a quantity treated of 100 tons. The site reports the residual 10 tons of sludge on a separate GM Form with Section 1 Item D Management Method Code of H070. (If there was no storage and the wastewater had been allowed to go into the POTW or NPDES, this page would not be reported, only the D007 and F006 sludge - with a source code of G23.)

Quantity Treated, Disposed, or Recycled On-site in 2011

Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled by the reported on-site process management method during 2011. *Enter the quantity in the same unit of measure reported in Section 1, Item F (Quantity generated in 2011).*


Section 3 – Off-site Shipment of Hazardous Waste

This section requests information on the off-site shipment of hazardous waste. Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, all items in this section are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until 2011. **Do** report waste shipped via transfer facility. **Do not** report shipments of de-characterized wastes.

Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Section 1 was shipped to more than three off-site facilities during 2011, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 3, Items B, C, and D. Note in the Comments section of each page: “Section 3, Item B continued on supplemental page.” (Refer to instructions on page numbering of supplemental pages.)

Item A – Was any of this Waste Shipped Off-site in 2011 for Treatment, Disposal, or Recycling?

Mark “Yes” or “No” to indicate if any of the waste described in Section 1 was shipped off-site for treatment, disposal, or recycling during 2011.

| | |
|---|---|
|  | <p>This GM Form is complete if you marked “No” in Item A. Continue to Section 3, Item B if you marked “Yes” in Item A.</p> |
|---|---|

Item B – EPA ID Number of Facility to which Waste was Shipped

Enter the 12-digit EPA Identification Number of the facility to which the waste was shipped. **Do not** create a GM Form for hazardous waste shipped directly to a foreign country from this site (unless

required by your state). You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

Item C – Off-site Management Method Code Shipped To

Review the Management Method Codes in the “**Other Reference Information and Code Lists**” section of this booklet. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Section 3, Item B.

| | |
|-------------|--|
| LIST | For a list of Management Method Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|--|

Item D – Total Quantity Shipped in 2011

Enter the total quantity of the waste shipped to the off-site facility during 2011. ***Report the quantity in the same unit of measure entered in Section 1, Item F.*** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2011, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year’s generation).

Comments

Use this section as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if you are filing the report due to a one-time event.

INSTRUCTIONS FOR FILLING OUT THE WR FORM – WASTE RECEIVED FROM OFF-SITE

Who Must Submit this Form

A site required to file the 2011 Hazardous Waste Report must submit this form if, during 2011, it received RCRA hazardous waste from off-site.

Purpose of this Form

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during 2011 and managed on-site.

How to Fill out this Form

You may report waste received from more than one off-site handler on the same page of the form. A separate waste block must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition, and all of the waste is managed in a single process system (i.e., same management method code).

If your site received more than three RCRA hazardous wastes from off-site handlers during 2011, photocopy and fill out additional copies of this form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in the space provided.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the waste block and item letter to which the comment refers.

Item-By-Item Instructions

All items in this section are mandatory for each waste reported. Note: Either Item B and/or Item C must be provided for each reported waste.

Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

Example: “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. EPA hazardous waste codes are provided in the “**Other Reference Information and Code Lists**” section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item B. If fewer than four EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

| | |
|-------------|--|
| LIST | For a list of EPA Hazardous Waste Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|--|

Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2011 Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste described in Item A.

Otherwise, leave Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item C.

Item D – Off-site Handler EPA Identification Number

Enter the 12-digit EPA Identification Number of the off-site handler from which the waste was received. If the site does not have an EPA Identification Number, it may be a CESQG or foreign country. Refer to the Special Instructions in this booklet for instructions on how to complete Item D for these off-site handlers.

If the waste reported under Waste 2 is received from the same off-site handler as the waste reported under Waste 1, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported in Waste 1; if Waste 3 is received from the same off-site handler as Waste 2, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported under Waste 2.

| | |
|-------------|---|
| NOTE | Refer to the Special Instructions for reporting wastes received from CESQGs and for reporting wastes received from foreign countries. |
|-------------|---|

Item E – Quantity Received in 2011

Report the total quantity of the hazardous waste reported in Item A that was received from the off-site handler reported in Item D during 2011. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

Item F – UOM and Density


Enter the Unit of Measure (UOM) code for the quantity you reported in Section 1, Item F. Report the quantity in one of the units of measure listed below. *If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.*

| <u>Code</u> | <u>Unit of Measure</u> |
|-------------|-------------------------------|
| 1 | Pounds |
| 2 | Short tons (2,000 pounds) |
| 3 | Kilograms |
| 4 | Metric tons (1,000 kilograms) |
| 5 | Gallons |
| 6 | Liters |
| 7 | Cubic yards |

Weight and Volume Conversions

1 kilogram (kg)= 2.2046 pounds (lb)
 1 short ton= 2,000 lb
 1 metric ton= 1,000 kg
 1 metric ton= 1.1023 short tons

 1 cubic meter (m)= 1.3079 cubic yards
 1 cubic yard (yd) = 27 cubic feet (ft)
 1 liter (l)= 0.2642 gallons (gal)

| | |
|---|---|
|  | <p>Skip to Item G if you selected code 1, 2, 3, or 4.</p> <p>Continue to Density if you selected code 5, 6, or 7.</p> |
|---|---|

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

Item G – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Section 1, Item A.

| | |
|-------------|---|
| LIST | For a list of Form Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|---|

Item H – Management Method Code

Enter the code that describes the type of process system (see definition) in which the waste was managed.

| | |
|-------------|--|
| LIST | For a list of Management Method Codes, see the “ <u>Other Reference Information and Code Lists</u> ” section of this booklet. |
|-------------|--|

Comments

Use this section as needed to explain anything contained in the form. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here.